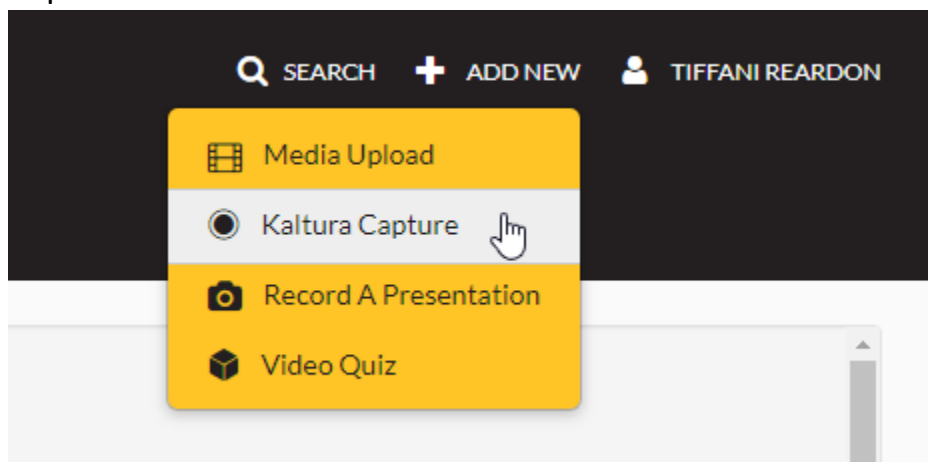


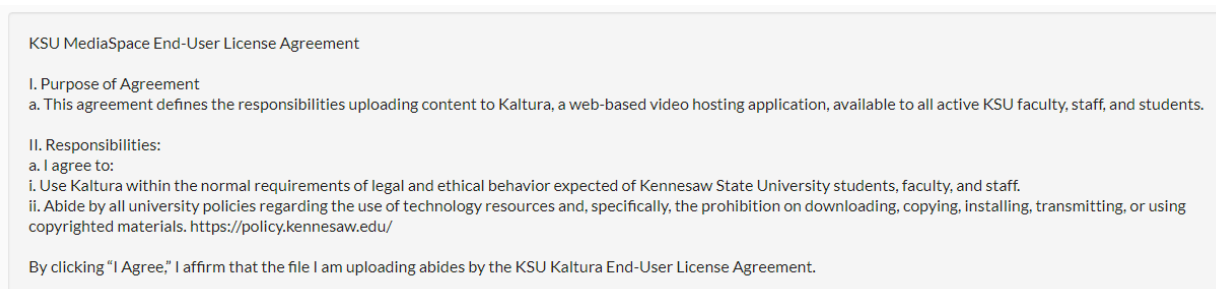
Recording Videos and Podcasts in MediaSpace

[Here is a video tutorial](#) on recording in MediaSpace.

1. Log on to MediaSpace using your KSU netID and password by clicking the “Login” button located in the upper right-hand corner of the screen. In the sub-menu, click “Login.”
2. Once you are logged in, click “Add New” in the top-right corner, and click the option “Kaltura Capture.”

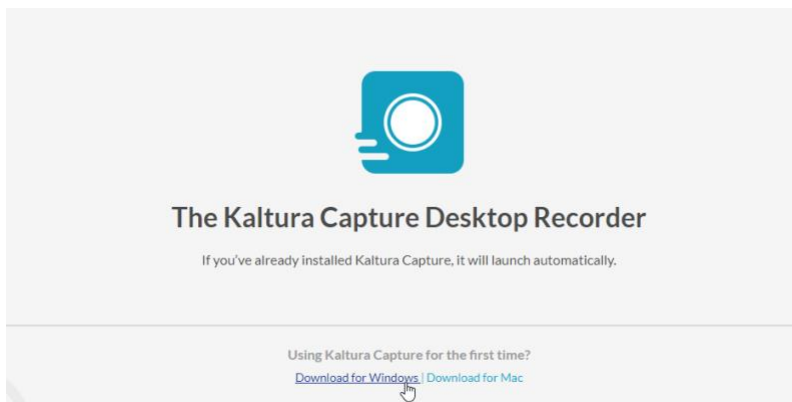


3. On the next screen, you will be asked to agree to the End-User License Agreement. Read the terms and click the box, agreeing to the terms and conditions.

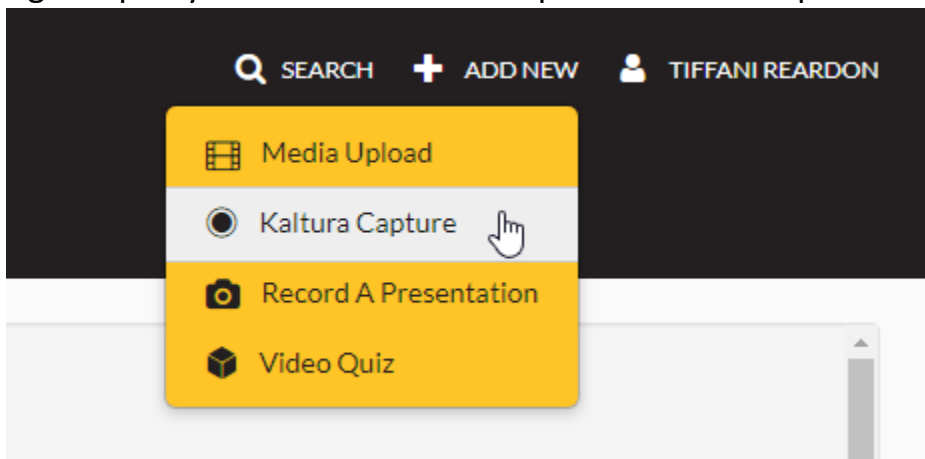


(Required) I agree to the above terms and conditions

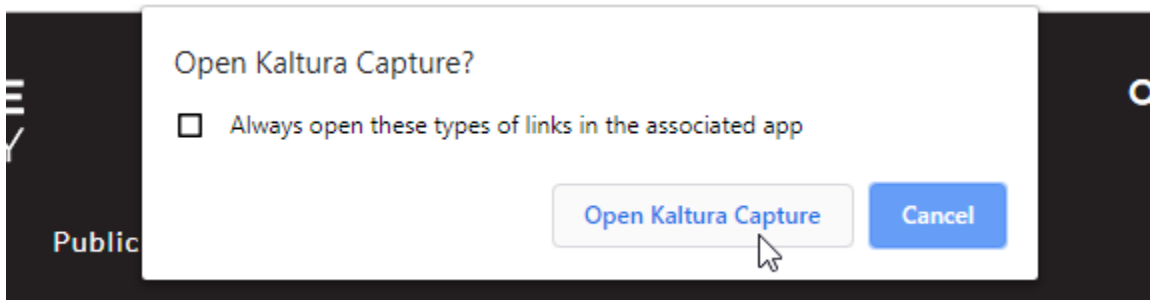
4. If this is your first time using MediaSpace on this device, you will need to download and install the Kaltura Capture Desktop Recorder. Click the button that corresponds to your device and install the program.



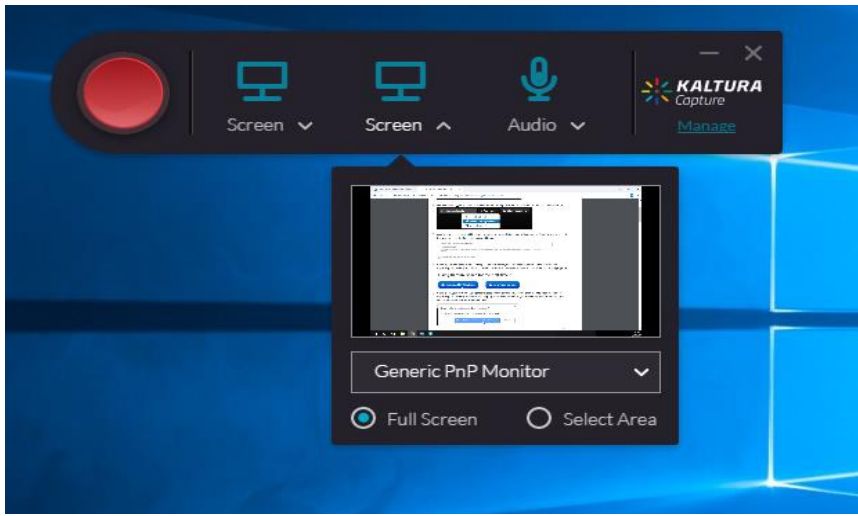
5. Once Kaltura Capture is installed onto your device, click the “Add New” button located at the right top of your screen. Click the option “Kaltura Capture.”



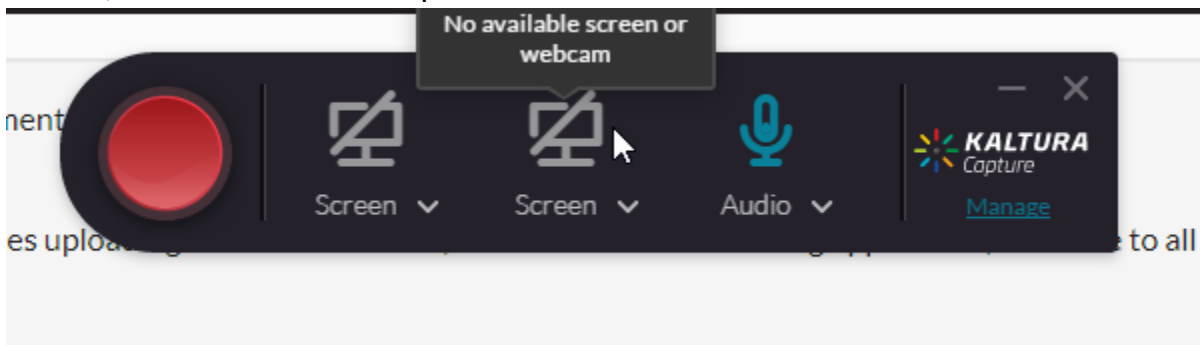
6. If this is not your first time using MediaSpace on this device, you will be prompted to open the Kaltura Capture Space Desktop Recorder. This pop-up may look different to you depending on your browser and device. However you are prompted, open it.



7. A small window will appear with various recording options.



- a. To record a **Podcast** with no visual, click the icons to turn off the webcam and the screen, but leave the microphone on.



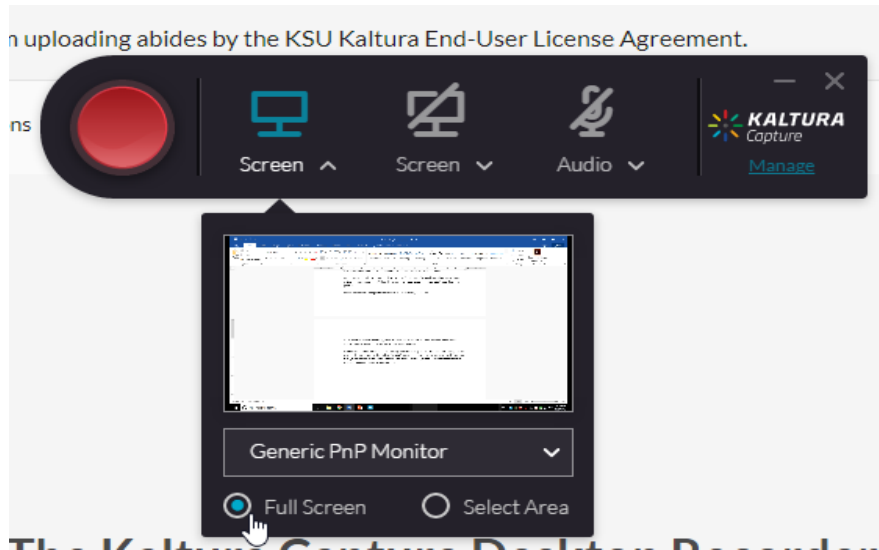
- b. To record a **webcam recording**, click the icons to turn on the webcam and the microphone, but leave the screen off.

To select your webcam, Select "Camera". In the drop-down box, select the name of the webcam you are using.



- c. To record a **screen recording**, click the icons to turn on the screen and the microphone, but turn off the webcam.

If you have multiple screens connected to your computer, you can select which screen you want to record on. You can do this by clicking “Screen” to turn on the screen you want to record. The screen you want to record will be highlighted in blue and the screen you are not using should be gray on the windows bar. It will also give you the option to record the full screen or select a specific area to record.



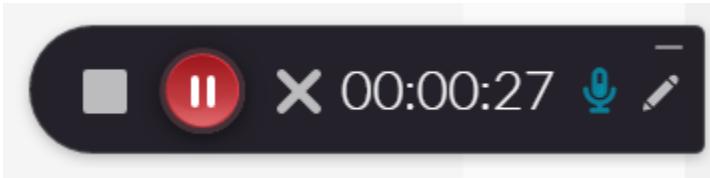
If you choose full screen, it will do just that. Record the full screen. If you choose to select area, the screen will gray out and custom guidelines will appear on the screen. These guidelines will allow you to customize the specific area you want to record. Click and drag your mouse over the area you want to capture. Once you select a specific area to record, click “Confirm.”



d. To record a **screen recording with a webcam box**, click the icons to ensure that the camera, screen, and audio are all turned on. Select the devices to use by clicking “Screen,” “Webcam,” and “Audio.”

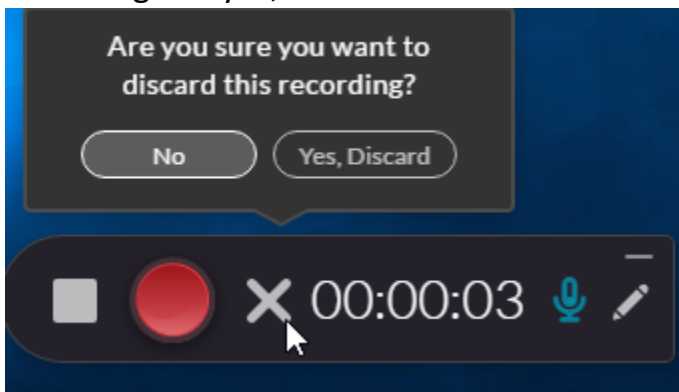
8. When you are ready to record, click the red record button.

9. While recording with any of the options previously described, you are given a small window of controls for the video. The icon will appear while recording. With all of the recording options, you should have a “Pause,” “Done,” and “Cancel” button.

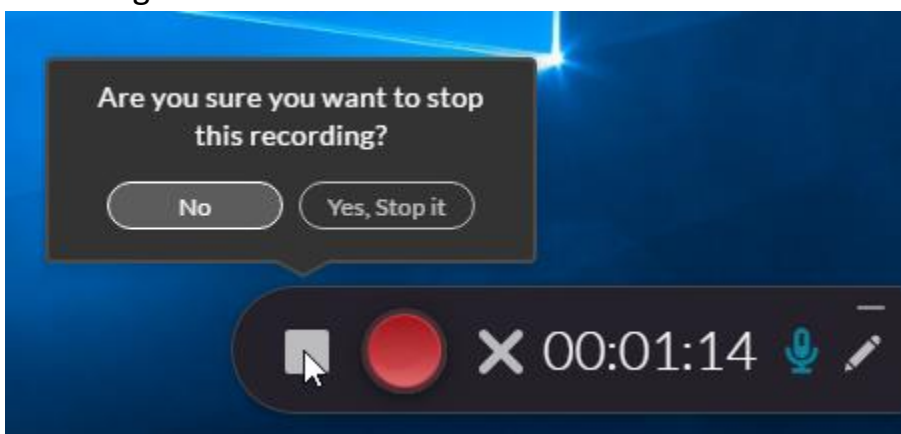


If you click the “Pause” button, the recording is paused and the button turns into a “Resume” button.

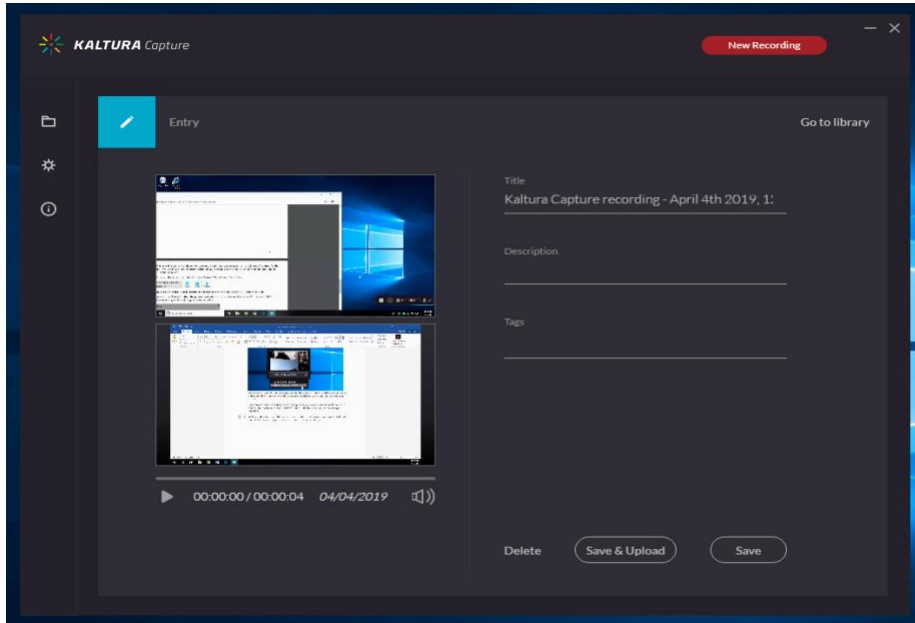
If you click the grey “X” button, the program will ask “Are you sure you want to discard this recording?” If yes, select “Yes. Discard.” If no, select “No” to go back to recording.



10. To save your recording, select the gray square. A pop-up icon will ask “Are you sure you want to stop this recording?” Click “Yes, Stop it.” On the next screen, you can preview your recording.



In the new window, you have the option to add a title, description, and tags. On this screen, you can “Save” the video for later or “Save & Upload,” which will send it straight to MediaSpace.



If you “Save” your video, you can later upload your document on to MediaSpace by clicking “Upload” in your library.

